

**UTAH CTE SKILL CERTIFICATE PROGRAM
INSTRUCTOR AGREEMENT 2005-2006 SCHOOL YEAR**

Skill Certificate protocol, student performance sheets, summary score sheets, etc., can be accessed from the CTE Web site at www.usoe.k12.ut.us/ate/Skills/skills.htm. The following testing procedures and rules must be followed:

TESTING PROCEDURES

1. Please verify with the Program Area Protocol pages on the CTE web site for the amount of time allowed for each test. Test times vary. Testing time must not exceed time indicated.
2. Please check to make sure you have sufficient tests, answer sheets, and header sheets. Tests are to be reused; make sure students do not mark on them. A completed header sheet should accompany each set of tests submitted with the same test number.
3. To save time and increase student accuracy in bubbling, NCS scan sheets may be picked up prior to the test and students names, periods, and social security numbers can be filled in. A \$2 fee is charged to the student for redoing certificates due to incorrect name spelling or poor bubbling. (This is arranged through your CTE Test Coordinator.)
4. Skill Certificate tests should be carefully monitored and accounted for at all times. When not in use they should be stored by the Test Coordinator in a secure area.
5. The registered CTE instructor or other approved test administrator must administer the Skill Certificate test. Students may not supervise other students taking the test.
6. Students enrolled in a CTE class, (grades 9-12) may take the Skill Certificate test only **ONCE** in a school year.
7. All teachers are to monitor performance and record it for submission on a Performance Summary Sheet. Student performance reports are to be kept on file for 2 years. The teacher is to provide the Test Coordinator a copy of the class performance summary score sheet on the day of the test for audit purposes. An audit of the Student Summary Forms will be conducted at the end of the school year.
8. Tests are to be picked up from and returned to the CTE Test Coordinator at the school the **SAME DAY** the test is given. All test copies must be returned. The Coordinator will mail the tests and completed answer sheets back to the CTE State Testing Center within five days of testing; tests received after five days will be invalid. Any make-up tests **must** be administered within five days and be submitted with the student's original class.
9. **Teachers may not preview a test, take the test, or create a key to pre-grade student answers.**

TESTING RULES

1. No talking during test.
2. The teacher or students may not leave the room while tests are being administered.
3. No assistance is provided to students.
4. Tests may not be reproduced or reviewed by the students or teacher.
5. Reference materials, texts, notes, etc., may not be used (unless specified).
6. Testing time must not exceed time indicated.
7. Students should not leave classroom until all tests are accounted for.
8. Students with an IEP may have special accommodations as specified in an IEP, IRP, 504, LEP, and ELL.

A signed Instructor Agreement must be signed and submitted for each new school year.

The following MUST be initialed to administer CTE Skill Certificate tests.

___ I have read the information and eligibility requirements pertaining to the tests I plan to administer.

___ I have obtained the appropriate Standards and Performance Summaries for the tests I plan to administer.
web site: www.usoe.k12.ut.us/ate/Skills/skills.htm

___ I understand that any violation to the rules and procedures outlined above for giving the Skill Certificate Tests will be considered a breach of professional ethics and will be referred to the Professional Practices Commission.

Teacher (print legibly) _____ Signature _____

School(s)* _____ District(s)* _____

Last 4 digits of social security # _____ (This becomes your teacher ID number. You will need this number to order your tests)

*** If you are teaching in more than one district and/or school, please list all schools and/or districts so that you are properly registered to administer the CTE Skill Certificate test in all schools listed.**